



# Unused Leave

Fact Sheet - 11

## Conversion of Unused Sick and Annual Leave

You are allowed to convert your unused sick and annual leave to service credit, which may increase your retirement benefit. Conversion of your unused annual and sick leave

- **cannot** be used to make you eligible for retirement

**Retirement credit for leave will not be received if your years of service credit in LSERS gives you a benefit equal to 100% of your average compensation.**

## Calculation of Credit Upon Retirement

LSERS will calculate the credit for your unused sick and annual leave as follows:

- number of days for which you are paid at the time of retirement (as reported by your employer) will be subtracted from the
- number of unused annual and sick leave days you have at the time of retirement (as reported by your employer) and then divided by the
- number of days equal to a full year of service (180, 240, or 260 days)

The amount calculated is the years of credit allowed toward retirement.

**You must have at least 10% of one (1) year's credit to convert your unused leave at retirement.**

## Example of Calculation of Unused Leave:

Let's assume you are a 9-month employee and your contract requires that you work 180 days a year.

Leave balance at retirement	80 days
Less days you were paid	- <u>25 days</u>
Remaining balance	55 days

55 days divided by 180 days = .31 year

In this example your unused sick and annual leave will be converted to .31 year of credit. The years on which your benefit is based will be increased by .31 year when your benefit is calculated.

Sick leave credit will be calculated in the same manner for a 12-month employee who normally works 260 days a year, but the conversion will be based on a 260-day contract year.